

3. GLOSSARY OF TERMS AND ACRONYMS --

A. For purposes of this Manual, the following definitions will apply.

1. **Administrative Offset.** Satisfying a debt by withholding money payable by the Department to, or held by the Department on behalf of a person (i.e., an individual, business, organization, or other entity but not an agency of the United States Government or any State or local government) to satisfy a debt owed the Federal Government by that person. (See 15 CFR Part 21.)
2. **Amendment.** A substantive change made to an award. Examples of amendments include, but are not limited to, the following: continuations, renewals, supplementals, no-cost extensions, and budget revisions.
3. **Award.** A grant or a cooperative agreement.
4. **Award Date.** The date that the Grants Officer signs the award document.
5. **Broad Agency Announcement (BAA)** A broad agency announcement is a notice of the potential availability of funds that: (a) is general in nature; (b) identifies areas of programmatic interest; (c) includes criteria for selecting proposals; and, (d) seeks the participation of any interested members of the public.
6. **Budget Data Analysis.** The review and evaluation of the reasonableness, allowability, and allocability of an applicant's proposed budget data and of the judgmental factors applied in projecting the estimated costs.
7. **Close-Out.** The process by which the Department determines that all financial assistance award requirements and applicable administrative actions have been completed by the recipient and DOC.
8. **Competitive Award.** An award made with discretionary funds after a solicitation of proposals has been published in the *Federal Register* and where DOC chooses a proposal based on merit review and the application of established evaluation and selection criteria. The DOC may also treat as competitive an award that was solicited and reviewed through another federal agency's competitive process or through a competitive solicitation process developed by several federal agencies acting in partnership.
9. **Competitive Award Program.** A financial assistance program under which funds are awarded on the basis of merit or need and to which an applicant is not entitled as a matter of law.
10. **Congressional Direction.** Any statement of legislative intent included in the Reports by the House, Senate, or Conference Appropriations Committees which directs DOC or its operating units to take action (or inaction) regarding its projects.
11. **Continuation.** An amendment that provides continued funding within the approved project period. Unlike a renewal, a continuation does not extend the project period; rather, it provides additional funding within an already existing project period. Continuation amendments are used with multi-year awards as discussed in Chapter 20 of this Manual.

- 12. Contract.** The legal instrument reflecting a relationship between a recipient or subrecipient and contractor or between such contractor and subcontractor whenever the principal purpose of the relationship is the acquisition, by purchase, lease, or barter, of property or services.
- 13. Cooperative Agreement.** The legal instrument reflecting a relationship between DOC and a recipient whenever: (1) the principal purpose of the relationship is to transfer money, property, services, or anything of value to accomplish a public purpose of support or stimulation authorized by Federal statute and (2) substantial involvement (e.g., collaboration, participation, or intervention by DOC in the management of the project) is anticipated between DOC and the recipient during performance of the contemplated activity. Cooperative agreements are subject to the same OMB, Treasury, and other Federal laws and policies as grants. See 31 U.S.C. 6305.
- 14. Credit Report.** Any written or documented oral communication of information provided by a commercial or consumer credit reporting agency dealing with the creditworthiness or financial reliability of an applicant or debtor. The credit report is a useful tool which can assist program and grants management officials in determining an applicant's financial condition and capacity.
- 15. Delinquent Debt.** A debt not paid within 15 days of the due date or if there is no due date, within 30 days of the billing date. See 15 CFR § 21.4.
- 16. Department.** United States Department of Commerce (DOC), unless otherwise indicated. As used in this Manual, DOC includes the Office of the Secretary and the operating units.
- 17. Discretionary Award Program.** A financial assistance program under which DOC can exercise its judgment in selecting to whom the funds are awarded.
- 18. Discretionary Funds.** Funds for which the Department can exercise its judgment in selecting to whom the funds are awarded.
- 19. Equipment.** Tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. For awards subject to 15 CFR Part 14, equipment also includes exempt property charged directly to the award.
- 20. Financial Assistance.** A transfer of money, property, services or anything of value to a recipient in order to accomplish a public purpose of support or stimulation which is authorized by Federal statute. As used in this Manual, it includes only grants and cooperative agreements.
- 21. Fixed Year Funds.** Funds, by the terms of an Appropriations Act, available for obligation only for a specified period of time. Most often this will be a one-year period, but it may be for several years. This term is sometimes referred to as "time limited funds" in this Manual.
- 22. Funding Period.** The period of time when Federal funding is available for obligation by the recipient. This term may also be used to mean "budget period."
- 23. Grant.** The legal instrument reflecting a relationship between DOC and a recipient whenever: (a) the principal purpose of the relationship is to transfer money, property, services, or anything of value in order to accomplish a public purpose of

support or stimulation authorized by Federal statute and (b) no substantial involvement is anticipated between DOC and the recipient during the performance of the contemplated activity. The term "grant," as used in this Manual, refers to both a grant(s) and cooperative agreement(s), unless specifically stated otherwise. See 31 U.S.C. 6304.

24. Grants.gov. Grants.gov is the official Federal government website that allows organizations to electronically **FIND** and **APPLY** for Federal grants.

25. Grants Officer. The DOC official who is responsible for all business management and administrative aspects of a grant and the DOC official with the delegated authority to award, amend, administer, close out, suspend, and/or terminate grants and cooperative agreements and make related determinations and findings. For those operating units with delegated Grants Officer responsibilities (EDA, NIST, OS and NOAA), the term Grants Officer, as used in this Manual, means the Grants Officers who are identified by the head of the operating unit.

26. Head of Operating Unit. The head of an operating unit includes Secretarial Officers and the heads of primary operating units, as defined in DOO 1-1. The heads of some operating units are Program Secretarial Officers; in other cases, they are other officers who report and are responsible to a Program Secretarial Officer or directly to the Secretary or Deputy Secretary, as may be specified. (See also Paragraph 38, "Operating Unit, in this chapter.)

27. Institutional Award. A grant or cooperative agreement under which funds are awarded based on competition with the intent to maintain a long-term partnership between DOC and the recipient so that new awards may be made on a noncompetitive basis if the recipient performs satisfactorily and submits the appropriate application document, and if the results of the periodic reviews validate the effectiveness and continued desirability of the use of institutional awards for the program.

28. Insular Area. As defined by Public Law 95-134, Title V, § 501 (1977), as amended (48 U.S.C. 1469a), the Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, and the Republic of the Marshall Islands and the Republic of Palau.

29. Interested Party. Any officer, employee or member of the board of directors or other governing board of a grant recipient, including any other parties that advise, approve, recommend, or otherwise participate in the business decisions of the recipient, such as agents, advisors, consultants, attorneys, accountants or shareholders. This also includes immediate family and other persons directly connected to the Interested Party by law or through a business arrangement.

30. Merit Review. A thorough, consistent, and independent examination of an application based on pre-established criteria by persons knowledgeable in the field of endeavor for which support is requested. A merit review must be conducted by an impartial, objective, unbiased individual with the requisite expertise, knowledge, and experience in a technical field who can evaluate or assess a proposal for its value, quality, and likelihood of success. One who conducts a merit review must not have a conflict of interest, or the appearance of a conflict of interest, regarding any application under his or her review.

31. Multi-Year Award. A financial assistance award which has a project period of more than 12 months of activity, which is partially funded when the award is approved,

and is subsequently funded in increments. This does not include awards which are fully funded. See Chapter 20 of this Manual.

32. Name Check. A tool designed to assist program and grants management officials in determining the responsibility, financial integrity, and management principles of key individuals in an organization proposed for funding.

33. New Grant/New Award. The initial funding for an award not previously funded by the operating unit. A new award is the only type of award that will be issued on Form CD-450, "Financial Assistance Award."

34. No-Cost Extension. An amendment that extends the project period and funding period with no additional funding.

35. Noncompetitive Award. An award made with discretionary funds but without the benefit of competition.

36. Nondiscretionary Award Program. A financial assistance program under which a statute specifically names the intended recipient(s) or limits eligibility to all members of a particular class or classes of recipients.

37. Nondiscretionary Funds. Funds for which a statute specifically names the intended recipient or limits the eligibility to all members of a particular class or classes of recipients.

38. Operating Unit. A primary organizational unit of DOC delegated authority by the Secretary of Commerce to award financial assistance. Sometimes also referred to in this Manual as the funding agency.

39. Pre-Award Period. The approved period of time allotted to the award prior to the beginning of the award period as listed on the Form CD-450, "Financial Assistance Award." Generally, the pre-award period will not usually exceed 90 days prior to the beginning of the award period.

40. Procurement Contract. A legal instrument reflecting a relationship between DOC and a business, organization or individual whenever: (a) the principal purpose of the relationship is the acquisition, by purchase, lease, or barter, of property or services for the direct benefit or use of the Federal Government, or (b) it is determined in a specific instance that it is appropriate to use a type of procurement contract. Such an instrument is governed by the Federal Acquisition Regulation. See 31 U.S.C. 6303.

41. Program Officer. The DOC official responsible for the technical, scientific, or other programmatic aspects of an award/program.

42. Project Period. The period established in the award document during which Federal sponsorship begins and ends, as defined in 15 CFR § 14.2(cc). The term "project period" also replaces the term "award period," which was used in previous versions of this manual.

43. Real Property. Any land, improved land, structures, long-term leases, easements, appurtenances thereto, or other improvements, excluding movable machinery and equipment. Improved land also includes land which is improved by the construction of such project facilities as roads, sewers, and water lines which are not situated directly

on the land but which contribute to the value of such land as a specific part of a project purpose.

44. Recipient. Any individual or entity which receives DOC financial assistance as defined in Paragraph 20 of this chapter, “Financial Assistance.” The term “grantee” is synonymous with the term “recipient.”

45. Renewal. An amendment that extends the project period and funding period, while adding additional funds to the award.

46. Selecting Official. A senior program official of the operating unit who is authorized to make final selection recommendations to the Grants Officer for final approval of award applications.

47. Sub-award. An award of financial assistance made under an award by a recipient to an eligible sub-recipient or by a sub-recipient to a lower sub-recipient (sometimes referred to as a sub-grant). This term does not include the procurement of goods and services.

48. Subcontract. A contract under an award by a recipient’s or a sub-recipient’s contractor.

49. Sub-recipient. Any individual or entity that receives an award from a recipient of a DOC award.

50. Supplemental. An amendment that provides funding over and above the approved budget during the current funding period.

51. Suspension of Award. An action which temporarily suspends Federal sponsorship (as opposed to suspension of payments) under the award pending corrective action by the recipient or a decision to terminate the award. All activities under the award must cease and no costs may be incurred by the recipient during the suspension of award.

52. Suspension of Payment. An action to temporarily withhold payment of funds under the award pending correction of identified deficiencies by the recipient. Activities under the award may continue and the recipient may continue to incur costs during the suspension of payment. See also Chapter 11, Section B.2., of this Manual.

53. Termination. Cancellation of Federal sponsorship, in whole or in part, under a grant at any time prior to the date of completion of an award.

54. Write-Off. Termination of debt collection activity under the Federal Claims Collection Standards.

B. The following is a list of acronyms used in this Manual.

- 1. AGC/L&R** - Assistant General Counsel for Legislation and Regulation
- 2. ASAP** - Automated Standardized Application for Payment
- 3. BAA** – Broad Agency Announcement
- 4. CAIVERS** - Credit Alert Interactive Voice Response System

5. **CFDA** - Catalog of Federal Domestic Assistance
6. **CFO/ASA** - Chief Financial Officer and Assistant Secretary for Administration
7. **CFR** - Code of Federal Regulations
8. **CRADA** - Cooperative Research and Development Agreement
9. **DAO** - Department Administrative Order
10. **DOC** - Department of Commerce
11. **DOO** - Department Organization Order
12. **EDA** - Economic Development Administration
13. **EO** - Executive Order
14. **FAADS** - Federal Assistance Award Data System
15. **FALD** - Federal Assistance Law Division
16. **FBO** - FedBizOpps (Federal Business Opportunities)
17. **FFO** – Federal Funding Opportunity
18. **FOIA** - Freedom of Information Act
19. **GAO** – Government Accountability Office
20. **GSA** - General Services Administration
21. **ITA** - International Trade Administration
22. **MBDA** - Minority Business Development Agency
23. **MOU** - Memorandum of Understanding
24. **NIST** - National Institute of Standards and Technology
25. **NOAA** - National Oceanic and Atmospheric Administration
26. **NTIA** - National Telecommunications and Information Administration
27. **OCA** - Office of Congressional Affairs
28. **OAM** - Office of Acquisition Management
29. **OGC** - Office of General Counsel
30. **OIG** - Office of Inspector General
31. **OLIA** - Office of Legislative and Intergovernmental Affairs

- 32. **OMB** - Office of Management and Budget
- 33. **PA** - Privacy Act
- 34. **PRA** - Paperwork Reduction Act
- 35. **RFA** - Request for Applications
- 36. **RIN** - Regulation Identification Number
- 37. **SPOC** - Single Point of Contact
- 38. **ST&Cs** - Financial Assistance Standard Terms and Conditions
- 39. **TOP** - Treasury Offset Program
- 40. **U.S.C.** - United States Code